



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

DATA PROCESSING MANAGER IV

\$7,982.00 - \$9,518.00

INFORMATION TECHNOLOGY DIVISION

CDI MENU MODERNIZATION PROJECT BUREAU

SACRAMENTO

(PENDING CALHR APPROVAL)

RESPONSIBILITIES:

Under the general direction of the Chief Information Officer (CIO), Information Technology Division (ITD), the Data Processing Manager IV (DPM IV) is the director over the California Department of Insurance (CDI) Menu Modernization Project (CMMP). The DPM IV will be responsible for all CMMP activities and processes in support of the CMMP. The Project Director will supervise two Bureau Chiefs (DPM III) and one Section Chief (SSS III (Supervisory)); and direct at least 40 ITD staff; up to 5 program Subject Matter Experts, and up to 25 consultant staff. The DPM IV will participate in the development, implementation, and maintenance of the strategic and tactical plans in support of the CMMP and the CDI. As the lead IT professional, the Project Director will create a clear vision, set goals and expectations, encourage leadership, motivate at all levels, and exercise sound judgment in developing and managing CDI's enterprise IT initiative.

DESIRABLE QUALIFICATIONS:

SPECIAL PERSONAL CHARACTERISTICS

- Demonstrated ability and experience to effectively manage a multidisciplinary work team of IT professionals
- Demonstrated knowledge and experience in information technology project management approaches that minimize risk to the state
- Ability to create a clear vision, set goals and expectations
- Encourage leadership and motivate at all levels
- Experienced in effectively leading teams with diverse technical backgrounds and complex IT projects
- Exhibit initiative, flexibility and strong interpersonal skills
- Knowledge of principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, project management and evaluation; employee supervision, training, development and personnel management
- Ability to work under pressure and respond to change

04/02/15 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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INTERPERSONAL SKILLS

- Must possess excellent communication skills both verbal and written
- Ability to interact well with others using tact, poise and effective communication skills.
- Willingness to work in a team environment and build from the potential assets of each team member

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Requires:

- Ability to effectively handle stress and deadlines.
- Appropriate dress for the work environment.
- Ability to read and understand various documents and resources.
- Effective communication.
- Demonstrated ability to act independently with flexibility and tact.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Data Processing Manager IV level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE**

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“Data Processing Manager IV, PSN # 413-108-1387-XXX” ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: Until filled

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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